

RBMS Budget and Development Meeting Minutes
ALA Annual Meeting
Washington, DC, June 26, 2010

Attending:

Current Committee Members: Nicole Bouché (recorder), Mark Greenberg, Mary Lacy, Helen McManus (intern), Margaret Nichols, Melissa Nykanen, Fernando Pena, E. C. Schroeder, Elaine Smyth (chair), Cherry Williams.

Ex-officio members: Mike Kelly, Deborah J. Leslie, Henry Raine

Guests: Sarah Fisher, Eric Holzenberg, Ruth Hughes, Elizabeth Johnson, Richard Noble, Jenny Robb

Absent: Ethan Henderson, Athena Jackson

Agenda

Meeting was convened by Elaine Smyth (chair) at 10:30 AM

Approval of Minutes:

Minutes of the January 16, 2010 meeting were approved without changes.

Announcements

E.C. Schroeder reported that ALA only recently announced that it will be increasing the overhead percentage it takes from registration for ALA/ACRL programs to 26.1% (up from 24%) effective with the new ALA fiscal year (i.e., Sept. 1, 2010.) It was noted that this increase in the ALA overhead assessment only impacts registration fees (i.e., for preconference & workshop registration), not other monies raised by the section to cover conference costs (i.e., donations). There have been several increases of this kind over the past several years (in 2005 the ALA percentage was 18%).

This action was not anticipated by ACRL. The immediate implications for RBMS of this change are twofold: 1) it must be taken into account for program budgeting for the 2012 preconference at the upcoming midwinter meeting; and 2) this increase may adversely impact the budget for the 2011 Preconference, for which the budget has been already submitted and accepted by ACRL, and cannot be revised to take into account this overhead increase. [Subsequent query to Tory Ondrla shows 2011 budget remains the same.] It was also noted that the ACRL overhead charge, which is not changing, is 15%, making the combined ALA/ACRL overhead charged on registration income 41.1%.

It was noted by there was an increase in the RBMS Preconference registration rate for this year (2010) of \$20, which was introduced to the budget by ACRL rather than at the request of RBMS. Preconference planners in future should be alert to such changes in the preconference registration rate, so that they can be discussed appropriately with ACRL staff if/when they are introduced, and before RBMS signs off on the ACRL-prepared budget.

Leab Award Fund Report (Richard Noble)

As of the last (April 2010) fiscal report received from ACRL:

- Principal of the endowment: \$29,955.85 (starting point for FY 09/10 was \$28,380.)
- Income for the year: \$836.72 interest on the endowment
- Expenses for the year: \$158.08 bank charges
- Balance for year: \$678.64 (most of which has since been spent in reimbursement to Leab Award Committee Chair R. Noble for shipping and other costs related to administration of the awards program.

In accordance with ALA policy, any budgeted funds not expended by the end of the fiscal year are rolled back into the endowment.

There followed a discussion of the merits of continuing to produce a printed list of submissions and awardees. (For the 2010 preconference 450 copies were produced for inclusion in conference attendees' packets.) It was agreed that perhaps a scaled down "handout" might be used to publicize the Leab Awards exhibition at the RBMS Annual Preconference (saving money and paper), with a small run of full copies printed and made available to those who wish one at the Leab Exhibition Catalogues display during the preconference. It was agreed that the list should be made available both as an HTML list and as a PDF file on the RBMS/Leab Awards webpage), and R. Noble will undertake to ensure that this is done in future.

2010 Preconference Report (Ruth Hughes)

Final conference income and expense figures are pending from ACRL, but the most recent report received from ACRL just prior to the conference indicated that income would be 107% above expenses.

2011 Preconference Report (Elaine Smyth and Henry Raine)

The 2011 budget faces challenges stemming from the current economic climate and the unanticipated overhead increase from ALA, which was announced too late to be taken into account in the budget submitted to and voted on by ACRL, for the 2011 preconference. The Bookseller Showcase is expected to be about the same as this year, yielding about the same income.

There was discussion of the need to keep the fundraiser / donor database current. While recognizing that the database had limited usefulness for a given preconference (because typically donations are so local), committee members feel that nevertheless the section needs to have a mechanism to track donation patterns over time. Perhaps ACRL can provide reports on donations/donors for the past five years? Incoming section chair Henry Raine will contact ACRL about this.

Scholarship Fundraising (Deborah Leslie)

As of the final report from ACRL dated 6/10/10:

- Donations received with online preconference registrations: \$6970

These figures do not include the ACRL matching funds or donations through Friend of ACRL. All of these monies will go to the 2011 Scholarships.

Committee members agreed that it would be useful to track donations for scholarships on a more systematic basis, by level and number of donors, rather than just totals.

It was also noted that as a result of the ALA action plan, scholarship donations in 2009, 2010, and 2011, are matched 2-1 by ALA/ACRL, but that this automatic match expires effective FY 2012. Thus, for the 2012 Preconference and beyond, the section will need to return to the previous practice of making a specific request annually to ACRL for preconference scholarship matching funding. Raine will query ACRL regarding the deadline by which such requests for 2012 will need to be submitted.

Spending section funds

Beth Whitaker sent forward a proposal from RBM requesting that section funds be budgeted to cover the cost of having the first 24 issues of RBM scanned and OCR'd, so that the entire run of RBM (including its predecessor title) will be available online. The work would be conducted by Highwire Press (which is already handling the online RBM), and a preliminary quote of \$3000 had been received from them. Usage statistics on frequency of consulting those portions of RBM that are already online, and that they are sufficiently robust to justify this conversion project.

Committee members agreed that this is a worthy endeavor but the section budget won't cover the costs. Smyth and Raine will investigate the possibility of seeking a grant from the Friends of ACRL or a foundation. If that is not forthcoming, then perhaps the section can at least contribute whatever monies remain in the section budget at the end of the fiscal year. Smyth will seek approval from the Executive Committee to move forward on seeking funding.

EC Schroeder also mentioned the need at some point to undertake another print run of Your Old Books. The section distributes handout routinely, at the ABAA fairs around the country, at the ACRL booth at conferences, and at the RBMS preconference. Other possible distribution points are Rare Book School and RBMS traveling workshops. EC urged that when a new print run is undertaken, that it be well coordinated with the needs of upcoming distribution points, to ensure that the print run is sufficient to the near term need, without generating a large stock that someone will have to store and then arrange to send out.

Traveling Workshops (Cherry Williams)

The Workshops Committee met at mid-winter and will meet at ALA Annual/DC, to finalize charge (some points were found to require clarification or other tweaking).

Several potential workshop site hosts have been identified. The committee intends to produce a detailed manual to ensure that planning and execution run as smoothly as possible, and that hosts, planners, and instructions are fully informed as to their respective roles in ensuring the success of the program. ACRL will handle registration procedures.

The committee had determined that the minimum number of attendees to ensure self-sufficiency of workshops will be ca. 22-25 attendees, with registration at approximately \$200. However, these figures will have to be reviewed in light of the announced ALA overhead increase. They are also exploring the possibility of having a student rate for registration, to determine if this is possible while ensuring that the workshops break even. In response to this, it was noted that the workshop “program” needs to break even over the course of the fiscal year; not every workshop in a year needs to break even, as long as overall the program does.

There was discussion of the possibility of having a virtual component to the workshops; Cherry will take this matter back to the committee for consideration.

It was also announced that the Committee has received an offer to hold a workshop in conjunction with the Tennessee State Library Conference; this prompted the suggestion that we might explore holding the workshops in conjunction with other such state or regional conferences, and possibly even with the ARCL annual conference.

New Business

Elaine Smyth reported on the purchase of digital recorders, which have been used in the 2010 preconference and to record the RBMS program at ALA annual 2010. They will be used also at the 2011 preconference/Annual program. Total cost for the two purchased plus memory cards was under \$400.

The committee discussed a budget for editing of the recordings, and the desirability of including that cost in the budget for the preconference and annual conference respectively. There was also general discussion of the desirability of having a sufficient number of recorders to cover all conference program recording needs, and it was agreed that using residual funds at the end of the fiscal year to purchase additional recorders should be recommended to the Executive Committee.

Meeting adjourned: 11:50 AM

Respectfully submitted
Nicole Bouché